



## Work-based Learning Choice Board

To earn six (6) continuing education units (CEUs) from the choice board, complete the activities in eight squares on the board. When you are finished, send a list of all of the completed squares (e.g., A1, D3, etc.) and their responses to [Erin.Larsen@state.mn.us](mailto:Erin.Larsen@state.mn.us). She will verify the activities, and email you six (6) continuing education units.

	A	B	C	D	E
1	<p>Schedule time to meet with a human resources representative at two separate employer partners' worksites to discuss the company's expectations for employees in relationship to diversity, equity and inclusion.</p> <p>What did you learn and how will you include this information in your work-based learning program?</p>	<p>Identify the <a href="#">Vocational Rehabilitation Services</a> staff assigned to your high school. Set up a time to meet with them and discuss how you might collaborate.</p> <p>What collaboration plan resulted from the meetings?</p>	<p>Visit the <a href="#">Disability Hub MN</a>, and set up a <a href="#">My Vault</a> account.</p> <p>Describe how you will incorporate My Vault into your work-based learning program.</p>	<p>Review the <a href="#">Virtual Internship Toolkit</a>. What ideas can you take from the toolkit and incorporate into your work-based learning program?</p>	<p>Attend an upcoming <a href="#">Live CareerForce Online Workshop</a>.</p> <p>Which session did you attend? How you will incorporate the information you learned into your work-based learning program?</p>
2	<p>Select 3 episodes from the <a href="#">Planet Money Jobs section</a>.</p> <p>Which episodes did you listen to? How you will incorporate the information you learned into your work-based learning program?</p>	<p>Review the <a href="#">NAPE Equity in Youth Apprenticeship Toolkit</a>.</p> <p>Describe one action item you can take to improve equity within your work-based learning program.</p>	<p>Watch the <a href="#">ACTE webinar Pivoting to Practice Making Your Work Based Learning Experiences Meaningful</a>.</p> <p>What did you learn and what will you implement in your classroom?</p>	<p>Consult with your business manager and review your district's record retention policy for work-based learning documents.</p> <p>What is the policy? Describe the files your district retains and how long you save them.</p>	<p>Review the <a href="#">E1 MN Partnership webpage</a>, and complete the <a href="#">E1MN core training</a>.</p> <p>Describe what you learned. How will you incorporate this information into your work-based learning program?</p>

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3	<p>Research what opportunities might exist for paid work experiences within the school district.</p> <p>Describe what work experience opportunities can be developed and how the district will hire students and ensure all employment and labor laws are met.</p>	<p>Review the <a href="#">Minnesota Department of Labor and Industry's Apprenticeship page</a>.</p> <p>List three takeaways you learned.</p>	<p>Reach out to a postsecondary partner in your area and set up a meeting to discuss possible options for dual credit, concurrent credit, or an articulation agreement for your work-based learning program.</p> <p>Describe the results of the conversation.</p>	<p>Review the information about <a href="#">Minnesota State's Centers of Excellence</a>. Identify the Center of Excellence that would be most helpful to you, and reach out to them to discuss how you might collaborate.</p> <p>Describe your collaboration plans.</p>	<p>Watch this webcast about <a href="#">Customized Employment</a>.</p> <p>Describe two concepts from the document you want to explore more.</p>
4	<p>Review the <a href="#">Work-based Learning Framework</a>.</p> <p>Identify five performance indicators you need to improve within your coursework and describe what changes you will make to your classroom.</p>	<p>Reach out to your district CTE contact or <a href="#">Perkins consortium leader</a> and review your Perkins work-based learning performance indicator for the past year.</p> <p>Describe the trends you notice and any changes you might make based performance gaps in the data.</p>	<p>Sign up for the <a href="#">SmartBrief on Workforce</a>.</p> <p>Share three articles you found to be interesting and how you'll include this information in your coursework.</p>	<p>Review <a href="#">the 5 Steps for Building and Strengthening Students' Networks</a> article.</p> <p>Describe the strategies you will use to purposefully build students' networks.</p>	<p>Review the industry recognized credentials on the <a href="#">Certiport webpage</a> and the <a href="#">CareerSafe</a> webpage.</p> <p>Describe how you might incorporate one of these credentials into your work-based learning program.</p>
5	<p>Volunteer to present to other work-based learning coordinators about a topic within your area of expertise at an upcoming professional development event.</p> <p>Indicate your willingness to present and what topics you would be interested in presenting in your choice board follow-up email.</p>	<p>Visit the <a href="#">Minnesota Department of Employment and Economic Development's Career Pathway Tool</a>. Identify the most in-demand careers in your locations.</p> <p>Indicate if your students are working in in-demand fields. If not, what changes can you make to help more students explore those career areas?</p>	<p>Pick a video that might work well for your students from <a href="#">TED's Counterintuitive Career Advice Playlist</a>.</p> <p>Indicate which video you chose and how you will use it in your work-based learning program.</p>	<p>Identify two new industry partners to participate on your work-based learning advisory committee.</p> <p>Share the names and occupations of the new members.</p>	<p>Contact two employers you have not worked with before and request a tour of their worksite.</p> <p>Describe which worksites you toured and how you will use this information in your work-based learning program.</p>